

## WelTec/Whitireia Careers Series

# Writing a Cover Letter

## What is a cover letter?

A cover letter is an essential part of any job application and should always accompany your CV.



Cover letters are necessary for all types of job applications – cold contact, advertisement responses and referrals. The cover letter introduces your CV to the employer. It highlights and markets your skills, abilities and relevant experience, linking the CV to the employer's requirements.

Your cover letter needs to stand out from other cover letters. A well-written cover letter will make the employer want to know more about you. It will make the right impression and encourage the employer to not only look at your CV but to read it with interest.

## What to include?

A good cover letter should include:



- Why you are interested in the job
- Why you are interested in working for the company
- Why the employer should be interested in you
- When and how you will be following up your application

## Cover letter rules to remember



- Presentation should be attractive, professional and easy to read. Type your cover letter and use a professional font and size 12 text.
- Vary the sentence structure and avoid overusing "I"
- Highlight the main points and draw attention to the key information in your CV that matches the vacancy or company's needs.
- Show your enthusiasm for the position, the organisation and/or the industry.
- Proofread carefully and get someone else to check it for you before making your final copy.
- Sign the letter.

## Where can I see an example?



On the other side of this page there is an example cover letter written by a WelTec student.

Visit Careers NZ at [www.careers.govt.nz](http://www.careers.govt.nz) for more cover letter examples and templates.

## WeITec/Whitireia Careers Series

# Example Cover Letter

22 Victoria Street  
Lower Hutt  
Wellington

H: (04) 350 2222  
M: 022 350 2222

6 March 2016

Dear Mr Jones

I am writing to apply for the position of Apprentice Builder, which was recently advertised on seek.co.nz.

I am currently finishing the Certificate in Carpentry (Level 3) at Wellington Institute of Technology and am looking for an opportunity to become qualified as a builder. I have worked in trades for several years including seven years as an Aerial Installation Technician. During that time I met several builders from Russell Properties Ltd and was impressed by the quality of their work. I very much enjoy working for residential clients and have recently been involved in a house relocation and construction/renovation project.

I would very much appreciate the opportunity to be interviewed for this position and am confident that my skills, experience and attitude will be an asset to Russell Properties Ltd.

I look forward to hearing from you soon.

Yours sincerely



Larry McGuire